

State Reporting Requirements for Cities and Counties  
Inventory of Required Reports

Texas Department of Health - Reports received from Cities and Counties

Total Annual Hours Spent by Agency to Process Reports 70,877

Report Title	Number	Division	Section	Contact Name	Federal Statute	State Statute	Agency Rule	City / County	Number of Cities/ Counties	Reporting Department	Purpose	Description	Frequency	Describe if 'Other'	Method Submitted	Annual Hours to Process	% of Time Spent Correcting Data	Report Needed?	Explain	Do Other Agencies Collect This Data?	Explain	Recommend Change or Eliminating?	Describe
WISE COST REPORT (227-A)	FORM WIC-227A			Joe Serrano	WIC Combined Federal Regulations Part 246	N/A	WIC Policy & Procedures manual	both	42	Health dept; health districts	Used to collect Nutrition Services and Administrative Expenditures data	report form allows WIC local agencies to report expenditures based on four activities - General Administration; Client Services; Nutrition Education and Breastfeeding	yearly		paper	0	4 hours	Yes	Local agency reports serve as the basis for annual report to the USDA required by Federal regulations 7CFR part 3016	No	N/A	No	
Annual Survey of Hospitals	E25-11006			Dwayne Collins		Health and Safety Code, Chapter 311, subchapter C and Chapter 104	25 Texas Administrative Code, Chapter 13	both	28	county (19), city (5), and city-county (4) hospitals	Collects select utilization and financial information on all acute and psychiatric care hospitals in Texas	The annual survey is a 30 page document that collects utilization and financial information from Texas hospitals.	yearly		fax, web, paper	0	500 times 3 staff	Yes	The data are required under the statute.	No		Yes	Explore the possibility of combining the annual survey with the Annual Statement of Community Benefits standard form that collects charity care and community benefits information from nonprofit hospitals. Some duplication can be removed.
Client Services HUB Subcontracting Plan (HSP), Quaraterly Subcontract Report	C-QSR			Al Beavers		TX GOVT. CODE 2161 AND 1 TAC	HHSC HUB Subcontractin g Best Practices for Client Services Vendor & Grant Contracts	both	Those w/no HUB reqs.	All contractors not subject to HUB or MWBE rules due to being a city/county	To capture HUB subcontracting by contractors with the agency	Description of the contract with TDH and information regarding HUB subcontractors	quarterly		fax, email, paper	120	3	No		Yes	May be reported to TBPC on the annual Supplemental HUB Report	No	
Single Audit	N/A			Claud Thigpen	Public Law 104.156	Texas Government Code Chapter 783	N/A	both	90	Health	To assure contract compliance	Responsibility for this Audit Report will be transferred to HHSC on 3/1/2003.	yearly		paper	1675	10%	Yes	Used for monitoring	Don't know		No	N/A
Detail Report of Immunization Status, Child-Care Facilities	n/a			Monica Gamez	n/a	n/a	Texas Administrative Code Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.76	both	156	Health Departments	Monitor immunization compliance of child-care facilities	Immunization compliance of child-care facilities	yearly		paper	9000	50%	Yes		No		No	
Inventory Control List	n/a			Dinny Smith	n/a	Texas Pharmacy Act Title 22, TAC Subchapter E, Section 291.93, 291.94, 291.34	n/a	both	69	Health Departments, Hospitals, UTMB, HSC	Inventory Replenishment	Report by inventory number, description, lot number, expiration date, and quantity	monthly		eft	0	3%	Yes	Produces an order to replenish the field	No		No	
Annual Report of the Community Benefits Plan	N/A			JaNell Jenkins		Health and Safety Code, Subchapters C and D	Title 25, Texas Administrative Code, Part I, Chapter 13, Subchapter B	both	16	city, county and city-county hospitals	These hospitals are required to report on the community benefits plan relating to charity care and community benefits provided during the reporting period.	Annual report of Community Benefits plan.	yearly		fax, email, eft, paper	180	0	No		No		Yes	Public hospital should be removed from this reporting requirements since they are not (501)(c)(3) hospitals like nonprofit hospitals.

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Texas Vaccines for Children On-site Evaluation Report	F11-11229			Jack Sims	Federal Vaccines for Children Program Requirements	n/a	n/a	both	72	Health Departments, Private Contractor (TMF), Quality Assurance Division	Monitor, storage, handling, record keeping and quality assurance	Quality Assurance Tool	yearly		fax, eft, paper, diskette	0	100%	Yes	Contract monitoring	No		No	
Texas Vaccines for Children Provider Enrollment	6-102			Jack Sims	Ominbus Reconciliation Act 1993	n/a	n/a	both	3000 plus	Health departments, private clinics that receive and store vaccine supplied by TDH	Enroll in TVFC Program (collected annually)	Provider enrollment data and agreement	yearly		fax, paper	0	100%	No		No		No	
Vaccine Adverse Event Reporting Form	C-76			Julie Townsend	1989 National Childhood Vaccine Injury Act & FDA Regulation 21 CFR Section 600.80	n/a	n/a	both	3000 plus	Health departments and TVFC providers	Reporting of adverse health events following vaccination with publicly funded vaccines to monitor vaccine safety within these programs and to forward reports to the national reporting system for FDA and CDC oversight	Vaccine Adverse Event Reporting System form VAERS -1	other	daily as needed	fax, paper	1500	10%	Yes	Provides information and feedback to clinics using publicly distributed vaccines	Yes	All records forwarded to VAERS FDA and CDC oversight	No	
VPD Case Track Records	See purpose below			Laura Tabony	n/a	Chapter 81 of Health & Safety Code	Texas Administrative Code Title 25, Chapter 97, Subchapter A	both	156	Health Departments	Investigate vaccine-preventable diseases. Forms used: F11-10866, F11-10871, F11-10869, F11-10870, F11-10868, F11-10867, F11-10932, F11-10931, F11-10934, F11-11046	Demographic, exposure, vaccination and clinical information on persons with possible vaccine-preventable infections	other	Daily as cases occur	fax, e-mail, eft, paper	14000	10%	Yes	Tracking disease trends, reporting incidence data to CDC and analyzing for policy decisions	Yes		No	
Infant Summary Report for Perinatal Hepatitis B Prevention	F11-10931			Rita Espinoza	n/a	Chapter 81 of Health & Safety Code	n/a	both	254	Health Departments	Track infants born to HBsAG-positive women	Demographic and medical information	other	Submitted when baby is born & updated or baby completes vaccination and testing until case is closed	fax, paper	4000	10%	Yes		Yes		No	
Mother Summary Report for Perinatal Hepatitis B Prevention	F11-10932			Rita Espinoza	n/a	Chapter 81 Health & Safety Code	n/a	both	254	Health Departments	Track HBsAG-positive pregnant women	Demographic medical information	other	Submitted when woman is 1st identified and updated until case is closed	fax, paper	4000	25%	Yes	Public Health Surveillance	Yes		No	
Annual Report of Immunization Status	n/a			Monica Gamez	n/a	n/a	Texas Administrative Code Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.76		2000	School Districts and Private Schools	Assess immunization compliance in Texas public and private schools	Monitor immunization compliance in Texas public and private schools	yearly		paper	9000	50%	Yes		Yes		No	

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Cancer Incidence Report	n/a			Karen Favers	Public Law 102-515	Texas Health and Safety Code, Chapter 82	n/a	both	19	city/county hospitals	Track cancer incidence	Report of cancer incidence	quarterly		eft, paper, diskette	970	485	Yes	Statistical analysis for cancer incidence	No		No	
TB-340 Report of Contacts	TB-340 08/2000			Maria G. Rodriguez		Health and Safety Code, Chapter 81, sections .041 and .042	Texas Administrative Code, Title 25, Part 1 Subchapter A	both	321+	Health Departments, Public Hospitals, Military Hospitals, VA Hospitals, Federal Prisons, State Priso	Identify new or unreported cases; identify source case; monitor evaluation and treatment of contact; collect and report aggregate data to the CDC.		other	daily	fax, paper	2600	7	Yes		No		No	
Drug Susceptibilities	N/A			Maria G. Rodriguez		Health and Safety Code, Chapter 81, sections .041 and .042	Texas Administrative Code, Title 25, Chapter 97, Part 1 Subchapter A	both	321+	Health Departments, Public Hospitals, Military Hospitals, VA Hospitals, Federal Prison, State Prison	Monitor treatment of patient and treatment of their contacts.		other	daily	fax, paper	780	2	Yes		No		No	
Bacteriologic Lab Report	N/A			Maria G. Rodriguez		Health and Safety Code, Chapter 81, Section .041 and .042	Texas Administrative Code, Title 25, Chapter 97, Part 1, Subchapter A	both	321+	Health Departments, Public Hospitals, Military Hospitals, VA Hospitals, Federal Prisons, State Priso	report culture and confirm cases	positive lab reports	other	daily	fax, paper	780	2	Yes		No		No	
TB-400 (A& B) Report of Case and Patient Services	TB-400 08/2000			Maria G. Rodriguez		Health and Safety Code, Chapter 81, Sections .041 and .042	Texas Administrative Code, Title 25, Chapter 97, Part 1 SubChapter A	both	321+	Monitor patient services for TB cases, suspects and their contacts, and patients with latent TB infection; collect and report demogra- phic, clinical and follow up informa- tion for the CDC.	Report and monitor case and patient services		other	daily	paper	2080	5	Yes		No		No	
Breast and Cervical Cancer Control Program Quarterly Matching Contribution Report	N/A			Robert Reeves	N/A	TAC Chapter 61, Subchapter C, 61.31 (10)	N/A	both	10	health department, health district	used to tract compliance with match requirement by category and source	Report allows program to	quarterly		fax, paper	0	5 hrs	Yes	Use to monitor contractors match requirement	No	N/A	No	

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Special supplemental Nutrition program for Women, Infants and Children (WIC) Monthly Participation Report-WIC Clients	0			Clara Jackson	Part 246-Special Supplemental Nutrition Program for Women,Infants and Children paragraph 246.25(b)	NA	N/A	both	41	Health Department; Health Districts	Report monthly totals of WIC participants served	Report monthly total of women, infants, fully breastfed infants and children served by each WIC local agency	monthly		eft	0	24 hrs	Yes	This report is used to determine and support monthly administrative reimbursement allowable for our local agencies. Data is also used to report to Federal funding sources - USDA	No	N/A	No	
Farmers Market Nutrition Program (FMNP)Monthly Participation Report	N/A			Clara Jackson	FMNP Federal Regs	N/A	N/A	both	20	Health Dept; Health districts	Report number of WIC clients who receive FMNP vouchers monthly	Report number of women and children who receive FMNP vouchers	monthly	The FMNP is seasonal and reports only during the months of the year that the FMNP is season	eft	0	5 hrs	Yes	Report is used to support administrative reimbursement allowable to local agencies	No	N/A	No	
Child Abuse Report	TDH Rider 14 Checklist			Valerie Wolfe		Chapter 261; Texas Family Code	TDH General Provisions	both	as needed	Health Dept; Health Districts	Report suspected Child abuse	Summary of suspected child abuse cases	other	as required	paper	0	N/A	Yes	To comply with Chapter 261; Texas Family Code	Don't know		No	
Submersion Dataset	Submersion Report Form			Tammy Sajak		Texas Health and Safety Code, Chapter 92	Texas Administrative Code, Chapter 103.18	both	Approx. 160	Hospitals	Surveillance	Paper, describes demographics and circumstances	other	when injury occurs	fax, paper	1500	40	Yes	Provides data for surveillance	Yes	Texas Parks and Wildlife (not all cases and not all variables	No	
Trauma Registry EMS Dataset	Trauma Registry - EMS dataset			Carol Wright		Texas Health and Safety Code, Chapter 773	Texas Administrative Code, Chapter 103	both	1200	EMS Providers and Hospitals	Public Health Surveillance and monitor trauma patient care and cost	EMS and hospital data sets	monthly		web, eft	2000	15	Yes	Public Health Surveillance	No		No	
Trauma Care Data	Hospital Trauma Registry			Carol Wright	N/A	Texas Health and Safety Code, Chapter 773	Texas Administrative Code, Chapter 103	both	450	Hospitals	Public Health Surveillance and monitor trauma patient care and cost	Data regarding trauma patient care	monthly		electronic, LAN, and Web	2000	15%	Yes	legislative mandate	No		No	
EMS Run Data	EMS/ Trauma Registry			Carol Wright	N/A	Texas Health and Safety Code, Chapter 774	Texas Administrative Code, Chapter 104	both	780	EMS Providers	Public Health Surveillance and monitor trauma patient care and cost	Data regarding EMS patient care	monthly		electronic, LAN, and Web	120	15%	Yes	legislative mandate	No		No	
Verification of Divorce, Marriage, and Annulments	N/A			Debra Owens	N/A	HSC Chapters 191 and 194	TAC Chapter 181	county	183	District and County Clerks offices	To report all Texas divorce, marriage and annulments	N/A	other	Marriage - 90th day; Divorce and Annulments - monthly	paper	633	10%	Yes	statistical and health related data for programmatic planning	Yes	Office of the Attorney General	No	
SAPCR	N/A			Debra Owens	N/A	HSC Chapters 191 and 194	TAC Chapter 181	county	183	District and County Clerks offices	To report all Texas divorce, marriage and annulments		other	Marriage - 90th day; Divorce and Annulments - monthly	paper	633	10%	Yes	statistical and health related data for programmatic planning	Yes	Office of the Attorney General	No	
Adoptions	N/A			Debra Owens	N/A	HSC Chapters 191 and 194	TAC Chapter 181	county	302	clerk of the courts -- district clerk offices	to file all Texas adoptions		monthly		paper	633	10%	Yes	statistical and health related data for programmatic planning	Yes	Adoption Agencies and Department of Protective and Regulatory Services	No	

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Incidence of Child Fatalities	N/A			Debra Owens	n/a	FC 264.503		both	41 teams rep 139 counties	Local child fatality review teams	collect data and perform annual statistical studies on the incidence and causes of child fatalities		monthly		fax, eft, paper	633	10%	Yes	statistical and health related data for programmatic planning	Yes	Department of Protective and Regulatory Services	No	
Certificate of Birth, Death and Fetal Deaths	N/A			Debra Owens		HSC Chapters 191, 192 and 193	TAC Chapter 181	both	approx 3800	local registrar offices including city and county offices and county clerk offices	to register all Texas birth, deaths and fetal deaths		other	Births - 5 days; death - 10 days	eft, paper	633	10%	Yes	statistical and health related data for programmatic planning, prevention activity and community planning	No		No	
Retail Foods Permit Federal Report	N/A			Steve McAndrew		HSC Chapter 437	25 TAC Chapter 229	county	55	County Health Departments	Retail Foods Fees Collected and Expended		yearly		paper	8	0%	No		Don't know		No	
Financial Status Report	269a			Robert Vitek	45CFR92 and 45CFR74	Texas Government Code Chapter 783 (UGMS)	none	both	200	County Auditor & City Financial Office	To Report Expenditures made under terms of contract	Financial Information Relating to Specific Contract	other	Quarterly and a final at end of contract	paper	2193	10%	Yes	Support Payment Process	No		No	
Non-Expendable Personal Property Report	Form GC-11			Robert Vitek	none	Texas Government Code 783 (UGMS)	none	both		County Auditor & City Financial Office	To account for non-expendable property purchased with grant funds	Inventory listing by TDH program of non-expendable property purchased with grant funds.	yearly		paper	100	15%	Yes	Accountability of non-expendable property	No		No	
No Trauma Report - EMS	Trauma Registry - No Trauma Dataset			Carol Wright		Texas Health and Safety Code, Chapter 92	Texas Administrative Code, Chapter 103	both	780	EMS providers	Public Health Surveillance	No reportable trauma	monthly		web, eft	750	15	Yes	Public health surveillance	No		No	
No Trauma Report - Hospital	Trauma Registry - No Trauma Dataset			Carol Wright		Texas Health and Safety Code, Chapter 92	Texas Administrative Code, Chapter 103	both	487	Licensed hospitals	Public health surveillance	No reportable trauma	monthly		web, eft	300	15	Yes	Public health surveillance	No		No	
Traumatic Brain Injuries Surveillance Dataset	Traumatic Brain Injuries Surv Dataset			Tammy Sajak		Texas Health and Safety Code, Chapter 92	Texas Administrative Code, Chapter 103	both	500	Hospitals and EMS providers	Public health surveillance	Incidence of traumatic brain injuries	monthly		eft	1000	15	Yes		No		No	
Traumatic Spinal Cord Injuries Surveillance Dataset	Traumatic Spinal Cord Injury Surv. Data			Tammy Sajak		Texas Health and Safety Code, Chapter 92	Texas Administrative Code, Chapter 103	both	500	Hospitals	Public health surveillance	incidence of traumatic spinal cord injuries	monthly		eft	100	15	Yes	Public health surveillance	No		No	
Trauma Registry Hospital Dataset	Trauma Registry - Hospital Dataset			Carol Wright		Texas Health and Safety Code, Chapter 733	Texas Administrative Code, Chapter 103	both	487	Licensed hospitals	Public health surveillance	Hospital data dictionary	monthly		web, eft	2000	15	Yes	Public health surveillance	No		No	
Civil Rights Compliance Report	n/a			Jill Santos	Title VI, ADA, Section 504, Title IX, Age Discriminati on Act of 1975			both	unknown	unknown	to collect data for compliance with federal civil rights statutes and related regulations and reporting requirements	demographic data (race/ethnicity/national origin, language use/limited English proficiency, sex, age, and disability) on applicants for/recipients of TDH programs and services	yearly			0	0	Yes	A consolidated report is currently being developed by OEO; OEO will identify which TDH programs already collect the same data from cities and counties, and will coordinate with TDH programs in designing the report to avoid duplication of efforts	Don't know		No	

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Child Blood Lead Report	Child Blood Lead Report			Teresa Willis		Texas Health and Safety Code, Chapter 88	Texas Administrative Code, Chapter 37	both	2	Local health departments	Public health surveillance	Lab analysis of blood lead results	other	weekly, or as received	fax, email, eft, paper, diskette	32	75	Yes		No		No	
Occupational Conditions	Forms F09-11624, F09-11625, and F09-11626			Diana Salzman		Health and Safety Code, Chapter 84	Texas Administrative Code, Chapter 99	both	varies	City, County Health Departments	Public Health Surveillance	Reports exposure to pesticide, adult lead, asbestos, and silica	other	rarely	fax, email	0	25	Yes	public health surveillance	No		No	
EMS Provider License	N/A			Jim Arnold		HSC Chapter 773	25 TAC 157.11	both	150	Initial and re-licensing of EMS providers	to apply for a license to provide EMS services	application	other	Bi-yearly	paper	1500	10%	Yes	State Mandated for Applicants	Don't know		No	
First Responder Organization Registration (FRO)	n/a			Jim Arnold	n/a	HSC Chapter 773	25 TAC 157.11	both	150	initial and re-registering FROS	To apply for registration to provide FRO		other	Bi-yearly	paper	750	10%	Yes	State Mandated for Applicants	Don't know		No	
EMS Education Program Approval	N/A			Jim Arnold		HSC Chapter 437	25 TAC 157.32	both	80	Initial and re-approvals of EMS education Programs	To apply for approval to provide education for EMS	Application	other	Bi-yearly	paper	500	10%	Yes	State Mandated for Applicants	Don't know		No	
Trauma Facility Designation	N/A			Steve Janda		HSC Chapter 773	25 TAC 157.125	both		initial and re-designating hospitals	To demonstrate capability to appropriately care for critical injury patients	application	other	every 3 years	paper	1000	15%	Yes	State Mandated for Applicants	Don't know		No	
Annual Statement of Community Benefits Standard Form	F25-11047			JaNell Jenkins		Health and Safety Code, Chapter 311, Subchapters C and D	Title 25, Texas Administrative Code, Part I, Chapter 13, Subchapter B	both	16	city, county and city-county hospitals	These hospitals are required to select a charity care and community benefits standard and to provide supporting worksheets.	Annual statement of community benefits standards and community benefits information..	yearly		fax, email, eft, paper	1080	37	Yes		No		Yes	Public hospitals should be removed from this reporting requirements since they are not (501)(c)(3) hospitals like nonprofit hospitals.
Annual Budget and Expenditures Report	N/A			Suzanne Sparks	None	Chapter 121, Health & Safety Code	None	both	67	Local Health Departments and Districts	LHDs receiving contracts to fund essential public health services are required to submit an annual report that documents staffing patterns, and funding sources and budgets/	This report identifies local, state and federal funds that are received by LHDs as well as a total of their expenditures for the various sources of funds.	yearly		paper	0	80 hours	Yes	The information collected through this report is used to assess the available resources within these communities and expenses by categories of public health concern.	No		No	
Positive PPD/Case/Suspect	EF12-11461			Elena Torres		Chapter 89	Title 25, part 1, Chapter 97, Subchapter H	both	115	County, City, and Private Jails	Screening and treatment to control TB in Jails	List of positive or suspected inmates and staff	monthly		fax, paper	78	15	No		No		No	
Monthly TB Screening Report	EF12-11462			Elena Torres		Chapter 89	Title 25, Part 1, Chapter 97, Subchapter H	both	115	County, City, and Private Jails	Screening and treatment of TB in jails	Number of inmates screened for TB	monthly		fax, paper	6	15	No		No		No	

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Tobacco Awareness Class Reporting Form	n/a			Barry Sharp	n/a	n/a	n/a		200	individual instructors	Track instructor activity	dates of class and number of student participants/completion	other	Submitted at the end of each class	email, fax, paper	10	n/a	Yes	Allows staff to track activity levels of instructors which provides data for biennial legislative report and program implementation	No		Yes	Currently in the process of drafting rules relative to this area.